



CONSTITUTION & BY-LAWS OF THE MOUNT CALVARY MISSIONARY BAPTIST ASSOCIATION

PREAMBLE

For a more certain preservations and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with accepted tenets for the Missionary Baptist Denomination, and for the purpose of the liberties inherent in each individual church of the Association and the freedom of action of this body with respect to its relation to other Associations of the same faith, we do declare and establish this constitution.

ARTICLE I

NAME

This body shall be known as the Mount Calvary Missionary Baptist Association.

ARTICLE II

Principle Office

The principle office of the Association shall be located at 2804 Buena Vista Road, Columbus, Georgia 31906.

ARTICLE III

Schedule of Official Meetings

There shall be three (3) annual meetings of the Association and four (4) 5th Saturday meetings:

1. Annual Session - Beginning on Monday after the 3rd Sunday in August, adjourning on Tuesday after the completion of the business.
2. Congress of Christian Education - Beginning during the week after the 1st Sunday in July.
3. Adjourned Session/Valley Wide Revival - Shall meet after the 1st Sunday in March.
4. Parent Body - Shall meet every 5th Saturday at 12:00 noon at the Mount Calvary Missionary Baptist Association Building.
5. Executive Board - Shall meet every 5th Saturday prior to the Parent Body meeting.

ARTICLE IV

Section A. The governing power of the body is vested in the delegates who assemble as representatives from the churches that make up this Association. It is subject to the control of no other Ecclesiastical Body, but it recognizes and sustains the mutual counsel and co-operation which are common in the



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Missionary Baptist Denomination. In case of 5th Saturday, voting one church, one vote, providing the church is in good standing with the Association.

Section B. This Association shall have no governing power over any church. The Association shall give counsel and guidance through the Moderator or appointed person or committee by the Moderator, if and when the Association is called upon to give the same by and agreement between Church and Pastor.

Section C. This Association accepts the Holy Bible as the infallible, inspired Word of God, and as authoritative in matters of doctrine, faith, and practice.

ARTICLE V

Objective:

The objective of this Association is to provide an organization for Missionary Baptist Churches in the district to promulgate the gospel of our Lord Jesus Christ, to promote and support home, state, and foreign missions; to encourage and support Christian Education and to support Ministerial Education. We seek to accomplish this by the following:

Section A. American Baptist College-Columbus Extension

Section B. Fourth District of GMBC of Georgia

Section C. General Missionary Baptist Convention of Georgia, Inc. (GMBC)

Section D. National Baptist Convention, USA Inc. (NBCUSA Inc.)

ARTICLE VI

OFFICERS OF THE PARENT BODY

The Officers of this Association shall be a Moderator, Vice Moderator(s), Recording Secretary, Assistant Recording Secretary, Publicity Chairperson, Financial Secretary, Treasurer, Auditor, Parliamentarian, Historian, Director General, and Trustees.

Governing Power of the Association is the Executive Board, which consists of all Auxiliary Heads and Officers. The Executive Committee consists of all Auxiliary Heads, Pastors, and Officers.

ARTICLE VII

Terms and Tenure of Office

The Moderator shall be elected for a three (3) year term of office. No Moderator shall serve more than two (2) consecutive terms. All other officers of the Parent Body and its auxiliaries shall be appointed by the elected Moderator.



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Section A. In the event that the Moderator cannot complete the term, the Vice Moderator shall serve the unexpired term.

Section B. No person shall hold two offices at the same time.

ARTICLE VIII

Auxiliaries of the Association

The Association shall have the following auxiliaries: Congress of Christian Education, Laymen's, Women's, Youth (ages 03-18), Ushers, and Music.

ARTICLE IX

Election of Moderator

Section A. The election of the Moderator shall be by the Parent Body every three (3) years. The Executive Committee shall establish an Election Commission to coordinate the election of the Moderator.

Any Pastor of a church that is in good standing; i.e. church and pastor, must be registered in the Adjourned Session, Congress of Christian Education, and the Annual Session.

In order to be in good standing, these are the three official sessions of the Mount Calvary Missionary Baptist Association:

1. With the Pastor desiring to be a candidate or be nominated for the office of Moderator of the Association, he/she must declare their candidacy by the 5th Saturday of April/May, whichever in the Executive Board of the Association in the year of the election;
2. In the event there is only one declared candidate for the office of Moderator of this Association, the voting shall be done by voice or standing vote; and
3. The election shall be held every three (3) years on Tuesday during the Annual Session, the week after the 3rd Sunday in August. Delegates whose church has been registered with the three (3) official sessions (Adjourned, Congress, and Annual) two years immediately preceding the Annual Session, to include the election year shall be eligible to vote. Churches shall have only five (5) voting delegates who shall be granted the privilege of voting their own conscience. There will be no block voting.

Section B. Upon election, the Moderator shall present all other officers for consideration and confirmation by the Association as a whole. No person shall be appointed by the Moderator to serve in any office who is not a member in good standing with a Constituent Member (church) of the Association.



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ARTICLE X

Amendments

This constitution may be amended at any session or official meeting of the Association by a two-thirds (2/3) vote of the voting members present with record of notice to all members. The proposed amendment shall be read at two sessions immediately prior to the session at which the amendment will be voted upon.

ARTICLE XI

By-Laws

Membership

Membership shall consist of Missionary Baptist Churches that has met obligations (to include all registration fees) as prescribed by this Association in this Constitution and any by-laws hereafter adopted by this Association.

Section A. Churches are received into this Association by submitting a petition or letter to the Executive Committee after two years of existence, setting forth their desire to be admitted, their faith, practice, and willingness to co-operate fully and affectively with the Mount Calvary Missionary Baptist Association. The recommendation of the Executive Committee and a majority vote of all delegates present and voting at any session shall be required to receive a church into membership.

Section B. The Association shall have the right to terminate the membership of any church, when such church is out of harmony with the established Baptist belief and practice or has pursued a course harmful to the good name of the Association. The recommendation of the Executive Committee and three-fourths (3/4) vote of all delegates present and voting at the Parent Body Annual Session shall be required to terminate the membership of any church.

Section C. Individual membership, any individual desiring to work in the Association with their church not being a member of a constituent church, is able to do so with a written request by paying an individual annual assessment of \$75.00 per year, which can be paid at the convening session or be paid at each session. Individuals are not allowed to hold any office in the Association.

Messengers

Section A. Any member of a Constituent Church who is chosen by their church may be a delegate to the Association, if chosen to represent the church.

Section B. No person will be recognized as a Messenger nor have a voice or vote in the assembled body unless he/she is representing a church, including the 5th Saturday meeting.



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Section C. MESSENGERS REQUIREMENTS. The messenger shall present a letter from their membership church to the registrar certifying that they have been appointed to represent their membership church. This letter should have the name of each messenger, pastor, clerk, and statistical information requested by the Association. Churches and pastors must be registered by paying the full assessed amount at each of the three official sessions. All other ministries registration is encouraged. Registration fees will be whatever the current fees are at that time.

DUTIES OF OFFICERS

Section A. It is the duty of the Moderator of the Association to be the Executive Officer of the Association.

1. The Moderator shall be the Presiding Officer of this Association in all Sessions, Executive Committee, and Executive Board.
2. The Moderator shall appoint the Chairperson of all commissions and committees.
3. The Moderator shall be an ex-officio member of all boards, committees, and auxiliaries.
4. The Moderator shall represent this Association at the district, state, and national level.
5. The Moderator shall submit an annual report to this Association.
6. The Moderator shall look into all recommendations made by boards, auxiliaries, commissions, and committees of this Association and see that the same are approved/disapproved by this Association or the Executive Board of this Association.

Section B. The Vice Moderator shall preside in the absence of the Moderator/at the discretion of the Moderator.

Section C. The Recording Secretary shall keep a complete record of the proceedings of the Association including all boards, auxiliaries, and commission meetings and retain the same for publication.

Section D. The Assistant Recording Secretary shall serve in the absence of the Recording Secretary.

Section E. The Publicity Chairperson shall communicate with the Executive Committee, Executive Board, auxiliaries, boards, commissions, and churches, and publish as directed concerning the activities of the Association.

Section F. The Financial Secretary shall keep a complete and accurate record of all finances of the Association.



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Section G. The Treasurer shall receive and disburse all funds as directed by the Association or in cases of emergency, as directed by the Executive Board of the Association.

1. The Treasurer shall be the custodian of all funds of the Association.
2. The Treasurer shall report quarterly to the Executive Committee, the Executive Board, and annually to the Association.

Section H. The Auditor shall examine all financial records, including all boards, auxiliaries, commissions, and ministries of the Association.

Section I. The Parliamentarian is an officer acting as adviser to the Presiding Officer on matters of procedure.

1. The Parliamentarian shall assist the Presiding Officer in the conducting of all meetings, maintaining order, and adhering to time schedules according to the Constitution and By-Laws of the this Association.
2. The Parliamentarian shall be available to the membership during the sessions and meetings to answer questions about the role and function of the Parliamentarian and parliamentary procedure.
3. The Parliamentarian shall be a member of the Christian Education Committee, Executive Committee, and the Executive Board.

Section J. The Historian shall prepare a written record of all events and activities of the Association during the year and submit the same in the Annual Session. The Historian shall be a member of the Christian Education Committee, Executive Committee, and Executive Board.

Section K. The Director General shall work cooperatively with the officials of the Association boards, auxiliaries, and committees.

1. The Director General must have a working knowledge of all activities and time and place of the Association, auxiliaries, and components.
2. The Director General shall govern and disperse all necessary information pertaining to the preparation and operational procedure of the Association, auxiliaries, and components.
3. The Director General shall be member of the Christian Education Committee, the Executive Committee, and the Executive Board.



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TRUSTEES

The Board of trustees shall consist of nine (9) members to include three (3) appointed officers: Financial Secretary, Treasurer, and Auditor who shall serve during their tenure.

The responsibilities shall include the following:

1. Hold in trust all of Mount Calvary Association property and take all necessary measures for her protection, management, upkeep, and improvement. Maintain all legal documents (to include mortgage loans, property deeds, and insurances), and an updated inventory of all properties and equipment.
2. Serve as consultants and confer with the Executive Committee in all matters pertaining to the legal affairs of this Association.
3. Be responsible for the development of an annual every church financial canvass and for the administration of the budget.
4. Recommend the banks where the funds shall be deposited.
5. Provide for its chairperson and on other member to be eligible for access to the safe deposit box.
6. Audit the financial records of the Association once a year, and shall make a written report of the same to the Executive Board and the Association during the Annual Session.
7. This committee shall have no power to buy, sell, mortgage, lease, or transfer any real estate property without specific vote of the Association authorizing such action.
8. Perform other duties as assigned by the Executive Board.
9. The Moderator shall appoint a Chairperson, Co-chairperson, and Secretary and meet regularly each quarter. The chairperson may call special meetings, at which time, the secretary shall notify the other members; a majority of the members shall constitute a quorum.

Finance Committee

1. Shall be appointed by the Moderator and be composed of the Treasurer, Financial Secretary, the Chairperson of Trustees, and two members-at-large from the Parent Body.



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2. This committee shall have the responsibility for the preparation of the annual budget, submitting it first to the Executive Committee, Executive Board, and to the Parent Body for approval.
3. Coordinate the gathering of all information pertaining to budget requests; and it has the responsibility for administering the budget.
4. Authorize the Treasurer to pay bills after proper signatures and vouchers have been obtained from authorized persons.
5. Responsible for the proper recording and depositing of Association funds.
6. Has the authority to transfer monies from the various special or subsidiary funds to pay for projects within the scope of the original intent of the donor after said projects have been approved by the Executive Board.
7. The Treasurer, Financial Secretary, and all check signers must be bonded.
8. No transfer of funds over the amount of \$2,500.00 shall be made without the approval of the Executive Board.

Congress of Christian Education

Section A. The Congress of Christian Education is an auxiliary to the Mount Calvary Missionary Baptist Association.

1. It should have as its objective the training of Christian workers through study courses in religious education at its Annual Sessions.

Section B. The *President* of the Congress of Christian Education is responsible to the leadership and constituency of the Association for all Congress programs, policies, and activities. The Congress President shall advise the Moderator of the Association on all matters pertaining to Christian Education and the business of the Congress. The following is a list of duties that are peculiar to the Congress President duties that set the President apart from the Dean (who has direct responsibility for the curriculum of the accredited Congress leadership school or Congress) and all other officers and staff of the Congress.

1. The President shall preside at Congress sessions and all other activities throughout the year to achieve the goal of Christian education.



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2. The President shall deliver an annual address that reflects the sociological condition of society and present a plan that can be a remedy for the problems and a positive, stabilizing force for these problems.
3. The President shall supervise the planning for the annual Congress session, which includes preparing the detailed order of business and planning the agenda of all Congress planning meetings and sessions.
4. The President shall administer the business of the Congress, which includes giving budget approval and signing all orders, reports, and financial transactions pertaining to the Congress.
5. The President shall represent the Congress at all district, state, and national meetings where applicable.
6. The President shall serve as the ex-officio member of all standing committees.
7. The President shall select and supervise the administrative staff.
8. The President shall work with the Moderator and all auxiliaries' officials in meeting the Christian Education objectives of the Association and striving to keep the unity of the spirit in the bond of peace.
9. The President shall give the thematic and programmatic directions to the Congress Dean but leave the operation of the program to the Dean and Dean's Staff.
10. The President shall set the time and place for the Congress school and ensure logistical support for all school activities, including working with the Dean in the development of an annual budget for the Congress and all related activities.
11. The President, though not involved in the internal operations of the Congress School, is responsible for the outcome of the Congress School and ensures that things are done properly.
12. The President shall be a member of the Executive Committee and the Executive Board.
13. The President shall ensure that all monies received be turned over to the Finance Committee following the Annual Congress Session.

Section C. Vice President. The Vice President shall preside in the absence or upon the request of the President.



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Section D. *The Secretary of Congress.* The Secretary shall keep adequate records of the proceedings of the Congress of Christian Education.

1. Following the Annual Session, no later than a month, the Secretary should turn the minutes over to the Association Secretary.
2. The Secretary shall keep all churches informed about activities of the Congress.
3. The Secretary shall be a member of the Executive Committee and Executive Board.

Section E. *Assistant Secretary.* The Assistant Secretary shall assist the Secretary in recording transactions of meetings and correspondences.

Section F. *The Dean of the Congress.* The Dean of the Congress must be certified by the Department of Christian Education Accreditation and Credentials (DCEAC). The Dean is responsible for supervising the operational and educational work of the leadership education school. The Dean is to interpret and uphold the standards and curriculum of the Department of Christian Education Accreditation and Credentials. The Dean is responsible for steering the entire operation of the Christian Education function from start to conclusion, which includes the following activities:

1. The Dean shall plan the courses of study for the Congress and be responsible for the implementation of the same.
2. The Dean shall assign courses to qualified instructors. In this context, “qualified” means to be certified/certifiable in accordance with DCEAC standards.
3. The Dean shall fill vacancies of the faculty.
4. The Dean shall secure school accreditation forms, inform subscriptions, and appropriate fees, guide instructors in the completion of Form 3, and forward completed accreditation package to the State Director of Christian Education.
5. The Dean shall serve as Chairperson of the Christian Education Committee of the Association.
6. The Dean shall make a report of activities to the Executive Committee.
7. The Dean shall serve on the Executive Committee, the Executive Board, and the Christian Education Committee.
8. The Dean shall work with the President of the Congress in the development of an annual budget for the Congress and all related activities for the year.



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9. The Dean shall select and supervise an Administrative Assistant/Secretary (ies) to assist in all Congress accreditation, curriculum, and faculty administrative concerns.
10. The Dean shall represent the Congress at all district, state, and national meetings where applicable.

WOMEN'S AUXILIARY

1. The Women's Auxiliary shall have as its objective to bring the women of the various churches of this Association into a spiritual fellowship in order to do the following:
 - a. To promote greater fellowship between the women of the member churches.
 - b. To promote and support home, state, and foreign missions.
 - c. To encourage and support Christian education.
 - d. To motivate participation in Christian activities that will build strong women (young and mature) in carrying out the precede plan of God.
 - e. To engage in whatever other Christian endeavor that is required to spread the gospel of Christ around the world.
 - f. To become change agents for Jesus Christ.
2. The Women's Auxiliary shall have the following officers: President, Vice-President(s), Secretary, and Assistant Secretary.
3. The President is responsible to the leadership and constituency of the Association for the Women's auxiliary programs, policies, activities, and to advise the Moderator of the same.
4. The President shall be a member of the Executive Committee and Executive Board.
5. The President shall represent the Women's Auxiliary at all district, state, and national meetings, when applicable.
6. The President shall assign the duties/responsibilities of the other officers of this Auxiliary.
7. To engage in whatever other Christian endeavor that is required to spread the gospel of Christ around the world.



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8. To become change agents for Jesus Christ.

LAYMEN'S AUXILIARY

1. The Laymen's Auxiliary shall have as its objective to bring the Laymen of the various churches of this Association into a spiritual fellowship in order to do the following:
 - a. To promote greater fellowship between the Laymen of the member churches.
 - b. To promote and support home, state, and foreign missions.
 - c. To encourage and support Christian education.
 - d. To motivate participation in Christian activities that will build strong men (young and mature) in carrying out the precede plan of God.
 - e. To engage in whatever other Christian endeavor that is required to spread the gospel of Christ around the world.
 - f. To become change agents for Jesus Christ.
2. The Laymen's Auxiliary shall have the following officers: President, Vice-President (s), Secretary, and Assistant Secretary.
3. The President is responsible to the leadership and constituency of the Association for the Laymen's Department programs, policies, activities, and to advise the Moderator of the same.
4. The President shall be a member of the Executive Committee and Executive Board.
5. The President shall represent the Laymen's Auxiliary at all district, state, and national meetings, when applicable.
6. The President shall assign the duties/responsibilities of the other officers of this Auxiliary:
 - a. To engage in whatever other Christian endeavor that is required to spread the gospel of Christ around the world.
 - b. To become change agents for Jesus Christ.



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YOUTH'S AUXILIARY

1. The Youth's Auxiliary shall have as its objective to bring the churches of this Association together in order to do the following:
 - a. To support the churches of this Association in coordinating the training, education, and development of youth/youth leaders.
 - b. To coordinate age appropriate programs for youth between the ages of 3-18.
 - c. To promote greater Christian fellowship among the youth of the Association.
 - d. To encourage participation of the Youth in all activities of the Association.
 - e. To engage in whatever other Christian endeavor that is required to spread the gospel of Christ around the world.
 - f. To become change agents for Jesus Christ.
2. The Youth's Auxiliary shall have the following officers: Director, First Assistant Director, Second Assistant Director, Youth Liaison, Education Coordinator, Program Coordinator, Activities Coordinator, Communication Coordinator, and Administrator.
3. The Directors shall be responsible to the leadership and constituency of this Association for the Youth's Auxiliary programs, policies, activities, and to advise the Moderator of the same.
4. The Directors shall be a member of the Executive Committee and Executive Board.
5. The Directors shall represent the Youth's Auxiliary at all district, state, and national meetings, when applicable.
6. The Directors shall assign the duties/responsibilities of the other officers of this Auxiliary.
7. To engage in whatever other Christian endeavor that is required to spread the gospel of Christ around the world.
8. To become change agents for Jesus Christ.

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